

REVIEWER CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

Requirement. Review and signature is required by regulation for all Military and Civilian Travel Settlement Vouchers, as well as Non-DOD individuals traveling on Invitational Travel Orders. This applies to TDY vouchers for all travelers serviced by the DFAS Network whose agency has finalized union negotiations on this issue.

User. Commanders/supervisors (or designated reviewers when the commander/supervisor is unavailable) of military and civilian personnel. For Invitational Travel Orders, the person inviting the traveler will review the claim. For IRR/IMA soldiers, the supervisor/commander at the site where the duty is performed will review the claim.

Purpose. This checklist pertains to the July 2004 version of the DD 1351-2 and should be completed by the users above to ensure Travel Settlement Voucher claims are proper, complete, and in compliance with the intent of the order. The reviewer's signature does not constitute approval of items requiring approval by specific statutes or regulations, e.g., long distance calls, and excess baggage.

1. ____ Is the Travel Voucher Claim (DD Form 1351-2) you are reviewing an original, not a copy? The claim must be prepared in ink, by typewriter, or computer generated.
2. ____ Is the traveler's signature on the Travel Voucher (block 20a) an original signature?
3. ____ Does the administrative data i.e. ssn# , name on the Travel Voucher agree with the orders? If not, have the traveler make the necessary changes and initial.
4. ____ Are advances and/or accrued per diem payments listed in block 9? The traveler annotates "NONE" in block 9 if there were no advances or partial payments. ATM cash withdrawals should not be listed in block 9.
Filing Procedures for extended travel (travel over 45 days)-The traveler must submit a claim for every 30-day period. That claim must be submitted within 5 days after each 30-day period. When duty begins in the middle of a month, the first claim should be submitted for the initial month. Subsequent claims should be submitted for 30-day periods.
5. ____ Is block 16 (POC Travel) checked by the traveler if mileage is claimed? Privately Owned Conveyance (POC) mileage should be reasonable according to the mission. Examples of POC mileage are, mileage within and around the TDY site, to and return from the airport, and to and from TDY site.
6. ____ Are the reimbursable expenses claimed and authorized? Mission related expenses (e.g. batteries/film) are not reimbursable travel expenses. These type expenses should be submitted through Vendor Pay.
7. ____ Were rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted travel office Carlson or SATO)? Rental car size and fuel expenses claimed should be conducive to the mission. Receipts are required if total costs are \$75 or more. Pre-calculation receipts are not acceptable.
8. ____ Are control numbers of non-availability of government quarters in the remarks block of the orders? If not, the Travel Approving Official must authorize commercial lodging by signing in block 21a or an amended order issued. (Military Members Only)
9. ____ Is lodging claimed and supported by original paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available?
10. ____ Are expenses of \$75.00 or more claimed on the travel voucher and supported by an original receipt or justification statement explaining why receipts are not attached.
11. ____ Did the traveler list the exchange rate, when foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. dollars.
12. ____ Was leave taken in conjunction with the TDY? If so, was it annotated in the itinerary and in block 29, Remarks Section?
13. ____ Is a copy of the military leave form for military members attached when leave was taken in conjunction with the TDY?
14. ____ Was any deviation from the travel orders in the government's best interest?
15. ____ Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
16. ____ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
17. ____ As the commander/reviewer, did you sign in block 20c and date block 20d (July 2004 form)?
18. ____ Do not return the voucher to traveler. Forward completed claims to your servicing DFAS Travel Office.